

- Policy & Procedure
- Take Note
- Milestones

State of California

# DWCNewsline

Division of Workers' Compensation  
Rosa Moran, Administrative Director

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Internet Web Page: <http://www.dwc.ca.gov>

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**Division of Workers' Compensation posts 2012 annual report of inventory advice and form for claims reported during calendar year 2011 on its Web site**  
**Form for reporting adjusting locations when ARI requirements waived is also posted**

The Division of Workers' Compensation (DWC) Audit Unit has posted on its Web site the [form](#) claims administrators can use for the required 2012 annual report of inventory (ARI) for claims reported in calendar year 2011, along with advice for claims administrators, on its Web site. This posting replaces individual notices previously sent to claims administrators.

The [California Code of Regulations, title 8, section 10104](#) requires claims administrators to file an annual report of inventory indicating the number of claims reported at each adjusting location for the preceding calendar year. The report must be filed with the DWC administrative director (AD) by April 1 of each year. Even if there were no claims reported in the prior year, the report must be completed and submitted to the DWC Audit Unit. Each adjusting location is required to submit an ARI, whether or not they receive a form for reporting claims from the Audit Unit, unless their ARI requirement has been waived by the AD.

In 2011, the Audit Unit began requesting the federal employer identification number (FEIN) for each adjusting location and for all underwriting companies and/or clients for which claims are administered at the given location. A claims administrator's obligation to submit an ARI can be waived if the AD determines that they are in compliance with electronic data reporting requirements of the Workers' Compensation Information System (WCIS). FEIN information will be used by the DWC Research Unit to match claims information submitted electronically to the WCIS with that reported to the Audit Unit on the ARI. This will allow the AD to waive ARI requirements for claims administrators as appropriate.

When ARI requirements are waived, claims administrators must file an [annual report of adjusting locations](#). This report is to be filed annually on April 1 of each calendar year for the adjusting location operations as of Dec. 31 of the prior year. DWC has provided a [form](#), which can be used for this purpose.

Claims administrators are also required to report any change in the information reported in the ARI or annual report of adjusting location within 45 days of the effective date of the change.

The forms for the required 2012 ARI and annual report of adjusting locations, along with advice for claims administrators, are posted on the [Web site](#).

Questions about submission of the ARI or the annual report of adjusting locations may be directed to the DWC Audit Unit by email, phone or U.S. mail:

State of California  
Department of Industrial Relations  
Division of Workers' Compensation – Audit Unit  
160 Promenade Circle, Suite #340  
Sacramento, CA 95834-2962  
E-mail: [DWCAuditUnit@dir.ca.gov](mailto:DWCAuditUnit@dir.ca.gov)  
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